

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 1. K
Mtg. Date June 7, 2016
Dept. City Manager's Office

Item Title: [Fiscal Year 2016-17 City Calendar]

Staff Contact: Corinne Russell, Human Resource Manager

Recommendation:

[Approve the Fiscal Year 2016-17 City Calendar (Attachment A).]
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Item Summary:

The Lemon Grove Personnel Policies Manual establishes the Holiday Schedule for employees and the method of compensating them for holidays that fall on weekends or scheduled days off. Staff presents the proposed Fiscal Year 2016-17 City Calendar (**Attachment A**) for City Council approval.

The following holidays conflict with scheduled days off during Fiscal Year 2016-17:

- Veteran's Day (falls on a Friday)
- Day after Thanksgiving (falls on a Friday)
- ½ day for Christmas Eve and ½ day for New Years Eve (both fall on a Saturday)
- Christmas Day (falls on a Sunday)
- New Years Day (falls on a Sunday).

The proposed calendar assigns the holidays that conflict with scheduled days off as follows:

- November 11, 2016 (Veteran's Day) apply to Monday December 26, 2016.
- November 25, 2016 (day after Thanksgiving) apply to Tuesday December 27, 2016.
- ½ day for December 24, 2016 (Christmas Eve) and ½ day for December 31, 2016 (New Years Eve) towards Wednesday December 28, 2016.
- December 25, 2016 (Christmas Day) apply to Thursday December 29, 2016.
- December 31, 2016 (New Years Day) would be given to employees to use as a floating holiday throughout the fiscal year.

This proposed calendar would result in City Hall being closed between Monday December 28, 2016 and Thursday December 29, 2016. If approved, the FY 2016-17 City Calendar will be posted on the City's website and made available at City Hall.

Fiscal Impact:

[None.]

Environmental Review:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Categorical Exemption, Section [] | <input type="checkbox"/> Mitigated Negative Declaration |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Notice to property owners within 300 ft. |
|--|---|---|

☐ Notice published in local newspaper

☐ Neighborhood meeting

Attachments:

A. [City of Lemon Grove Fiscal Year 2016-17 Calendar]

City of Lemon Grove -- Fiscal Year 2016-17 Calendar

July-16						
S	M	T	W	T	F	S
					C	2
3	H	5	6	7	C	9
10	11	12	13	14	C	16
17	18	19	20	21	C	23
24	25	26	27	28	C	30
31						

August-16						
S	M	T	W	T	F	S
	1	2	3	4	C	6
7	8	9	10	11	C	13
14	15	16	17	18	C	20
21	22	23	24	25	C	27
28	29	30	31			

September-16						
S	M	T	W	T	F	S
				1	C	3
4	H	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	C	24
25	26	27	28	29	C	

October-16						
S	M	T	W	T	F	S
						1
2	3	4	5	6	C	8
9	10	11	12	13	C	15
16	17	18	19	20	C	22
23	24	25	26	27	C	29
30	31					

November-16						
S	M	T	W	T	F	S
		1	2	3	C	5
6	7	8	9	10	H	12
13	14	15	16	17	C	19
20	21	22	23	H	H	26
27	28	29	30			

December-16						
S	M	T	W	T	F	S
				1	C	3
4	5	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	C	1/2H
H	26	27	28	29	C	1/2H

January-17						
S	M	T	W	T	F	S
H	2	3	4	5	C	7
8	9	10	11	12	C	14
15	H	17	18	19	C	21
22	23	24	25	26	C	28
29	30	31				

February-17						
S	M	T	W	T	F	S
			1	2	C	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	H	21	22	23	C	25
26	27	28				



March-17						
S	M	T	W	T	F	S
			1	2	C	4
5	6	7	8	9	C	11
12	13	14	15	16	C	18
19	20	21	22	23	C	25
26	27	28	29	30	C	

April-17						
S	M	T	W	T	F	S
						1
2	3	4	5	6	C	8
9	10	11	12	13	C	15
16	17	18	19	20	C	22
23	24	25	26	27	C	29
30						

May-17						
S	M	T	W	T	F	S
	1	2	3	4	C	6
7	8	9	10	11	C	13
14	15	16	17	18	C	20
21	22	23	24	25	C	27
28	H	30	31			

June-17						
S	M	T	W	T	F	S
				1	C	3
4	5	6	7	8	C	10
11	12	13	14	15	C	17
18	19	20	21	22	C	24
25	26	27	28	29	C	

C Closed
H Holiday

 Need for float


\\snalgcd01\SharedData\clgprograms\Finance\City Calendar\City Calendar_annualFY17